



Planning, Implementation, Measurement, and Information Technology Workgroup Meeting Notes

TO:

Barb Ritter, Chair; Heather Wiegand, Co-Chair;
Mary Al-Shomaly; Rich Burgis; Teresa Duhl;
Denise Dunn; Dean Feldpaush; Craig
Holderbaum; Andrea Kuhn; Vanessa McDonald;
Mikki Myszak; Stacey Varela; Cecil McNally

FROM:

Nancy McCrohan, PPA

SUBJECT:

Planning, Implementation, Measurement,
and Information Technology Meeting
Notes, November 5, 2008

DATE:

November 12, 2008

Public Policy Research,
Development,
and Evaluation

Attendees

Barb Ritter, Chair
Heather Wiegand, Co-Chair
Teresa Duhl
Denise Dunn
Craig Holderbaum

Andrea Kuhn
Stacey Varela
Rich Burgis
Nancy McCrohan, PPA
Daniel Fitzpatrick, PPA

Discussion Items**Introductions**

- The meeting opened with each workgroup member introducing themselves.

Finalizing Charter

- Nancy pointed the workgroup to the scope and strategic issue section of the current Charter.
- Barb noted that we may use new protocols, but plan to use existing data systems, not develop new ones.
- Nancy emphasized that everyone needs to fully agree with the phrasing, because it's really the starting point of what the workgroup will do.
- The scope was discussed.
 - Barb said that the analysis of and distribution of data are important.
 - There was general agreement with the content; and Nancy added that there will be some minor editing (removing articles, etc.).
- The Charter was approved. Post meeting note: changes to timeline/deliverables on page 4 have been made as well, to reflect reality.

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Introduction to HMIS

- Delayed until the next meeting because some of the people who are unfamiliar with HMIS were not present.

Developing the Action Plan

- The current version is extrapolated from previous discussions; it is not at all permanent. It is important that the workgroup develop relevant content.
- It was suggested that the Web site drill deeper, to the CoC level.
 - Barb noted that the datasets are small; small enough that identifying characteristics could actually identify individuals in the database, so confidentiality has to be considered with publishing. Michigan Coalition is encouraging local CoCs to publish data locally. Locals should look at their data to make decisions about publishing; this is a CoC process to vet for poor data or confidential data.
 - Craig asked if it is possible to set up a standard format for the continuum; Barb said that is the plan. It will be one single set of data that can be examined statewide, regionally, and locally (“continuum”) where approved and appropriate.

First Action Item: Inventory various data systems used by regions

- Barb suggested establishing rules for accessing data points.
- The list of data sources we plan to review was shared prior to the meeting and will be updated as needed.
- There is an existing program that tracks runaway and homeless youth.
- Barb commented that it would be possible to allow domestic abuse information to be entered in aggregated form.
 - Some places are using the Access database that this workgroup developed, some are using others; but the domestic violence database should definitely be considered as a possible data source.

Second Action Item: Identify and implement ways of sharing data through the Campaign to End Homelessness Web site

- Discussion of how CoCs are being prompted to think of this data. Is there a gap in communication of expectations, about drilling down to the local level? The State already publishes at the state and regional levels in HMIS. Our workgroup should provide input as to how this could work to drill further. It was suggested that locals need to drill down for relevant data.
- Nancy asked if there is redundancy between what this workgroup wants to accomplish on this Web site, and other things that already exist. Barb responded that this data should be very targeted and therefore not a duplication.
- It is up to the locals to determine if it fits. There was a discussion of how this will impact locals.
- There was a discussion of whether districts would allow this workgroup access to their existing data.
 - The answer is unclear; the data is protected, but access has been granted to other programs before. Barb said that many datasets are available online.
- The workgroup discussed how to present data on subpopulations. We would be wise to develop common data elements that the State (or another funder) is tracking.

- The point was also made that we should pursue an accurate count of homeless, rather than trying to meet a goal (i.e., to support funding requests or to prove program success).
- On the Web site, this workgroup should work with the Communications and Community Development Workgroup.

Third Action Item: Develop common strategies for measuring outcome

- The primary discussion here was of establishing style guidelines and rules for reports (e.g., shorter and less detailed reports, or longer reports including graphs, etc.).

Fourth Action Item: Develop data to support community education and funding

- Denise commented that homelessness prevention policies can be highly effective, and gave the example of a policy with a six-month 80% rate.
- There was some reworking of the text in the Action Plan to best fit to actions, milestones, or outcomes.
- The Action Plan is not complete; there are more actions to be discussed later.

Tasks Completed

- The Charter was approved.
- The workgroup made progress in defining several actions for the Action Plan.

Tasks Assigned

- Nancy will mail out a final copy of the Charter, and the work done at the November 5 meeting.
- Andrea and Stacey will give a presentation on HMIS at the December 11 meeting. Heather will also cover RHYMIS.
- Barb will prepare a cover sheet for the HMIS presentation and send Andrea points that she thinks are important to emphasize.

Next Meeting

- Thursday, December 11, 2:00 p.m. This meeting will take place at Public Policy Associates, 119 Pere Marquette, Lansing 48912, and will also be available at Go-To Meeting.

1. Go-To-Meeting:

<<https://www1.gotomeeting.com/join/621611014>>

2. Conference Call:

1-800-704-9804. Access Code: 327739
Meeting ID: 621-611-014

Parking Lot

- None.